

MERGING RECORDS

Horizon 7.32



Why Merge?

- Unites duplicate records quickly
- Automatically overlays all items from unwanted record to the desired record

Search for records

The image shows a 'Search' dialog box with a title bar containing a close button (X). The dialog is divided into several sections:

- Indexes:** A list box on the left contains the following items: 'General Keyword', 'Title Keyword' (which is highlighted with a blue background), 'Author Keyword', 'Subject Keyword', 'Series Keyword', 'Title Alphabetical', and 'Author Alphabetical'. To the right of this list is a button labeled 'Command mode >>'.
- Selected index contains:** Below the list box, this section displays the text 'Words from titles and contents notes.' in a blue, italicized font.
- Search for:** A text input field at the bottom contains the word 'spyhunt'.
- Buttons:** At the very bottom of the dialog, there is a row of six buttons: 'OK', 'Cancel', 'Prev. Search', 'Example', 'Restrict', and 'View Keywords'.

Highlight records to be merged

The screenshot shows a web application window titled "Utah State Library Division - [Titles: spyhunt]". The interface includes a menu bar (File, Edit, View, Bookmarks, Request, Home Service, Tools, Window, Help) and a toolbar with various icons. Below the toolbar, a link says "Select one or more entries to see more detail".

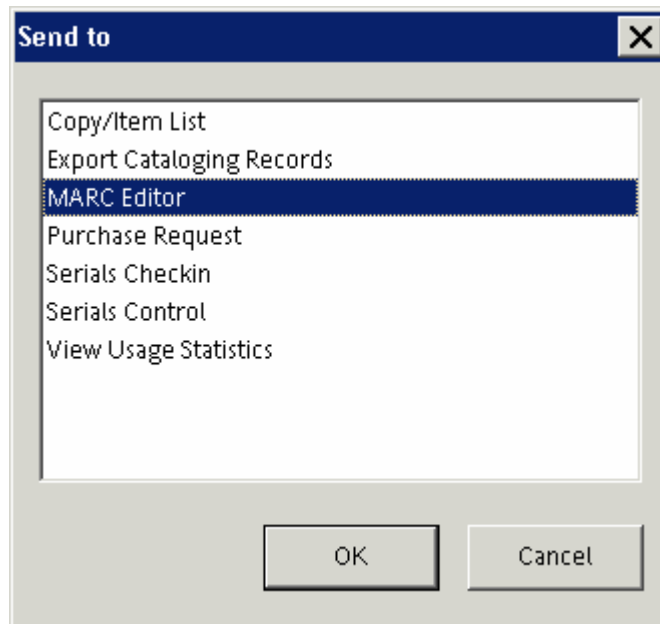
Title/Call#	Pub date/Edition	Author
1. Spyhunt : a heart-pounding adventure : a novel / JF Bell	c2004.	Bell, Michele Ashman, 1959-
2. Spyhunt : a heart-pounding adventure : a novel / JF Bell	c2004.	Bell, Michele Ashman, 1959-

At the bottom of the window, there is a "Selection" field with the value "1-2", and status information: "Retrieved 2 of 2", "search complete", "Not sorted", and "100.0 %". Buttons for "Show Detail", "Cancel", "Limit...", and "Sort..." are also present.

The taskbar at the bottom shows the Windows Start button, several open applications (Novell-delivered Appli..., MERGING RECORDS..., Novell Login), and the current application window. The system clock shows 11:49 AM.

Send records to MARC Editor

- F10 > MARC editor
- Or use the icon on the toolbar that displays a paper with a yellow arrow > MARC editor



View multiple records

The screenshot shows a web-based catalog interface for the Utah State Library Division. The title bar reads "Utah State Library Division - [Bib: 178474]". The interface includes a menu bar (File, Edit, View, Marc, Tools, Window, Help) and a toolbar with various icons. The main content area displays record details for Bib# 178474, including status, ownership, and a list of records with their respective fields and values. The records are listed in a table format with columns for record number, date, and description. The records are sorted by date, with the most recent record (008) at the top. The records are as follows:

Record Number	Date	Description
000		RecS: n Type: a BLvl: m
005	20060210111213.0	ELvl: CatF: a
008	040818	DtSt: s Dates: 2004
		Ctry: utu Ills: Cont: Fest: 0
		Audn: j Form: Conf: 0
		GPub: Indx: 1 Fict: 1
		Lang: eng MRec: Src: c
010		2004597134
019		56132681
020		1591564573
035		ocm56222409
040		UBY UBY DLC UUC ULC
042		pcc
043		e-gx---
049		ULCA
050	4	PZ7.B411565 Sp 2004
082	0 4	813/.6 2 22
092		JF Bell
100	1	Bell, Michele Ashman, 1959-
245	1 0	Spyhunt : a heart-pounding adventure : a novel / Michele Ashman Bell.
260		American Fork, Utah : Covenant Communications, c2004.
300		187 p. ; 18 cm.
490	1	Latter-day spies
520		Eleven-year-old twins Seth and Sadie Fletcher become part of a dangerous adventure when an innocent game turns into a genuine spy hunt.
650	0	Spies Juvenile fiction.

The interface also shows a status bar at the bottom with the text "Linda K Roholt" and "NUM".

2 Bib# 's = 2 records

Make sure the record to be kept is on top

Utah State Library Division - [Bib: 178474]

File Edit View Marc Tools Window Help

Status: cc Created: 2/10/2006 Updated: Items: 1
Owned by: Utah State Library Division
Field: Leader [Optional]

000	RecS:	n	Type:	a	BLvl:	m
	ELvl:	-	CatF:	a		
005	20060210111213.0					
008	Date:	040818	DtSt:	s	Dates:	2004
	Dates:		Ctry:	utu	Ills:	
	Audn:	j	Form:	-	Cont:	
	GPub:		Conf:	0	Fest:	0
	Indx:	0	Fict:	1	Biog:	-
	Lang:	eng	MRec:	-	Srcce:	c

010 -- -- \$a 2004597134
019 -- -- \$a 58132681
020 -- -- \$a 1591584573
035 -- -- \$a ocm56222409
040 -- -- \$a UBY \$c UBY \$d DLC \$d UUC \$d ULC
042 -- -- \$a pcc
043 -- -- \$a e-gx---
049 -- -- \$a ULCA
050 -- 4 \$a PZ7 .B411565 \$b Sp 2004
082 0 4 \$a 813/.6 \$2 22
092 -- -- \$a JF \$b Bell
100 1 -- \$a [Bell, Michele Ashman](#), \$d 1959-
245 1 0 \$a Spyhunt : \$b a heart-pounding adventure : a novel / \$c Michele Ashman Bell.
260 -- -- \$a American Fork, Utah : \$b Covenant Communications, \$c c2004.
300 -- -- \$a 187 p. ; \$c 18 cm.
490 1 -- \$a [Latter-day spies](#)
520 -- -- \$a Eleven-year-old twins Seth and Sadie Fletcher become part of a dangerous adventure when an innocent game turns into a genuine spy hunt.
650 -- 0 \$a [Spies](#) \$v [Juvenile fiction](#).

Bib: 178476 Bib: 178474

Linda K Roholt NUM



Top

Merge

- MARC> Merge record
- OR use icon that looks like train tracks

Bib Merge [X]

Merge Profile: default nothing from old record

Surviving Bib# 178474 - Bell, Michele Ashman, 1959-

Author Bell, Michele Ashman, 1959-

Title Spyhunt : a heart-pounding adventure : a novel / Michele Ashman Bell.

Media

Dying Record(s)

Bib#	Author	Title	Media
178476	Bell, Michele Ashman, 1959-	Spyhunt : a heart-pounding a...	

Preview Merge Cancel

Questions?

- Don't hesitate to contact me if you have any questions.
- Linda Roholt
801-715-6754
1-800-662-9150
lroholt@utah.gov